



UNIVERSIDAD PROFESIONAL
DR. CARLOS J. BORRERO RÍOS

UPDCBR

PROFESSIONAL UNIVERSITY
DR. CARLOS J. BORRERO RIOS
Students' Handbook

2020-2025

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PROFESSIONAL UNIVERSITY DR. CARLOS J. BORRERO RÍOS STUDENTS' GENERAL REGULATIONS

PURPOSE AND APPLICATION

Preamble

These Regulations have the purpose of expose the rights and responsibilities of the students from the Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR).

Title

This body of rules will be known as the “Professional University Dr. Carlos J. Borrero Ríos Students’ Handbook”.

Legal Basis

“Anestesia Al Día” Resolution #01 – 2010 of January 10, 2010.

Scope and Application

The scope of these Regulations will extend to all administrative practices; admissions procedures; economic assistance; and all academic programs of the PUDCJBR, as in the processes of movement, transfer, recruitment, and promotion.

STUDENTS’ RIGHTS AND RESPONSIBILITIES

Institutional Policy

The fundamental right of the student in the Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) is the right to educate. This right is not limited to the classroom, it covers possible experiences and relationships with partners, professors, non-professors, and affiliated hospital personnel.

Interpretation

These Regulations must be interpreted in a respectful and honored manner and in an accountability framework to the rights recognized by the PUDCJBR.

Prohibition of Discrimination

PUDCJBR does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy, sexual harassment and other sexual misconduct including acts of sexual violence such as rape, sexual assault, sexual exploitation and coercion), gender identity and/or expression (including a transgender identity), sexual orientation, military or

veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited.

PUDCJBR complies with state and federal laws such as M.G.L. c. 151B, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veterans Readjustment and Rights Act, Executive Order 11246 and other similar laws that prohibit discrimination, all as amended.

PUDCJBR is an equal employment opportunity/ affirmative action employer. Unlawful discrimination is prohibited and is against PUDCJBR's values which include a commitment to equal opportunity and inclusion.

Any member of our academic community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to the Chief Executive Officer.

Orientation

All students that are officially admitted to the institution, will be duly oriented about the aspects of the PUDCJBR at least one (1) week before the semester starts. The following manuals and informative sheets will be given:

Students' Regulations

Catalog

Schedule of library services, registry office, admissions office, and counseling office.

Electronic addresses of professional associations in the anesthesia campus and where to acquire books for the courses.

Possible resources of financial aid.

Attendance

The PUDCJBR recognizes that class assistance is fundamental for the educational and formative process development. For this reason, with compulsory character establishes the attendance to class and clinical practices. At the beginning of each academic session, the Registrar will produce attendance lists of the students. For each class of the theoretical courses sessions, a list

will be produced which will be given to the Professor. If the student starts to absent, the professor will give the attendance list to the Registrar. Attendance policy of theoretical courses is included in the institutional catalog and attendance policy of clinical practice is included in the clinical practice manual.

Accreditation

The Professional University Dr. Carlos J. Borrero Ríos is authorized to perform as an institutional university by the Puerto Rico Board of Postsecondary Institution and is accredited by the Middle States Commission on Higher Education (MSCHE).

Associations

- a. All students must be active members of the School of Nursing Professionals from Puerto Rico. The active membership and participation in assemblies and activities of the Puerto Rico Association of Nurse Anesthetists and the Anesthesia Section of the School of Nursing Professionals from Puerto Rico is stimulated and supported. Students that demonstrate an academic performance of excellence could request that the Program covers the enrollment in the mentioned activities or stay. The request is subjected to the approval of the Program Director.

Committees

Second year students will have the right to belong to institutional committees of curriculum and accreditation evaluation.

POLICIES AGAINST SEXUAL HARASSMENT

PUDCJBR promotes a respectful work and educational environment that is free from sexual harassment. The institution provides support, education, and reporting mechanisms to all members of the academic community.

All members of the academic community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. Supervisors must take prompt remedial action to respond to any concerns, including referring the matter to relevant internal options.

Reporting

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment can report their concerns to the Counselor. Information about victim survivor services will be provided for additional support.

Retaliation

No one acting on behalf of PUDCJBR may retaliate against an individual for having made a report in good faith under this policy or participated in a sexual harassment investigation. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same way other allegations of misconduct are handled.

DRUG AND ALCOHOL ABUSE POLICY

PURPOSE:

1. To set forth the standards and regulations associated with the possession, consumption, service, and distribution of alcoholic beverages at PUDCJBR.
3. To set forth the standards and regulations associated with the possession, consumption, service, and distribution of illegal controlled substances at PUDCJBR.
4. To set forth the way allegations of violations of the policy will be addressed at PUDCJBR.
5. To provide resources for those seeking information about, or struggling with, a substance abuse problem.

To whom this policy applies:

The United States Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that every university distributes the following information annually to all students, administrators, faculty, and staff at the institution in writing concerning the possession, use, or distribution of alcohol and illicit drugs. PUDCJBR's policies on substance abuse and on alcoholic beverages are set out below, along with related information regarding sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, the health risks associated with drugs and alcohol, and places to obtain help concerning the use and abuse of alcohol and illicit drugs. PUDCJBR policies set forth below

apply to all students and to all events or activities which are sponsored by PUDCJBR or by a PUDCJBR organization, whether they occur at the institution or not.

GENERAL STANDARDS OF CONDUCT:

PUDCJBR seeks to maintain an environment that is free of alcohol and substance abuse. The abuse of alcohol and legal drugs and the use of illicit drugs is antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Considering this, PUDCJBR takes very seriously its obligation to address the issue of all forms of substance abuse.

Through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems we can promote and maintain a healthy environment.

PUDCJBR expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. We understand that students are responsible for making their own decisions and accepting the consequences of those decisions. To make informed choices about alcohol and other drug use, students should educate themselves about the social, physiological, and psychological consequences of drug use or excessive drinking as well as the policies set forth below.

STATEMENT OF POLICY ON SUBSTANCE ABUSE:

PUDCJBR policy and practices regarding the possession, use and distribution of substances is based upon federal and state laws. The use, possession or distribution of a substance that is designated as a controlled substance according to these laws is prohibited on PUDCJBR facilities, or on any sponsored program.

Although PUDCJBR policies and practices emphasize a concern for the welfare of individuals, we also recognize the importance of maintaining the safety and well-being of the community as a whole. We adhere to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on premises owned or controlled by PUDCJBR.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, PUDCJBR will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.

3. Using regularly established procedures, PUDCJBR will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs on PUDCJBR premises.

Faculty, staff, and students should also be aware that, in addition to PUDCJBR sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies if a student's use, possession, or distribution of a substance violates the national, state and/or local laws of the country in which the campus where the incident occurred is located. *

STATEMENT OF POLICY ON ALCOHOLIC BEVERAGES:

A. Possession and Consumption:

Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at PUDCJBR or at any event sponsored by the Institution, whether the event is at the Institution or not.

B. Service and Sale:

1. To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.

2. Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period (e.g., entertainment charge or annual dues), entitling the purchaser access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

3. The following rules are applicable to all events at which alcoholic beverages are served or sold at PUDCJBR and to all events or activities sponsored by the Institution, whether at the Institution.

a. No person shall be sold or served any alcoholic beverage:

i. if that person is, or appears to be, under the legal drinking age of 18;

ii. if that person is, or appears to be, intoxicated, or is known to the server or seller to be a problem drinker.

b. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served, or to try to purchase or be served, any alcoholic beverage or in order to gain access, or to try to gain access, to any event or activity at which any alcoholic beverage is being sold or served.

c. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served, or try to purchase or be served, any alcoholic beverage or gain access, or try to gain access, to any event or activity at which any alcoholic beverage is being served or sold.

d. No alcoholic beverage shall be sold to any person unless:

i. a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and

ii. the license or permit sanctioning such sale and any posters, signs, notices, or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

e. The individual or group(s) sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the “sponsor”) shall be responsible to make sure that all PUDCJBR rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:

i. Alcoholic beverages should not be served at Institutional events attended by students unless it is anticipated that the majority of those in attendance will be of legal age to drink, a mechanism is in place to assure that only attendees who are of legal age to drink have access to alcoholic beverages, and the event is adequately supervised.

ii. PUDCJBR Staff is responsible for advising all student organizations recognized of the public laws and PUDCJBR policies regarding the sale, service, and consumption of alcoholic beverages at student events.

iii. Public laws and PUDCJBR policies and guidelines that concern the presence of alcoholic beverages at events attended by students apply to all such events regardless of the sponsoring unit/organization or whether the activity takes place on or off Institutional premises.

iv. No student organizations may use PUDCJBR funds, or any other monies derived from other sources of income, including donations, to purchase alcoholic beverages to be served at a student event.

PROFESSIONAL STANDARDS

The Professional University Dr. Carlos J. Borrero Ríos faculty could recommend expulsion if a student demonstrates inappropriate conduct or is anti-professional. Examples of aforementioned conducts could be, but are not limited to controlled substances abuse, fraudulent records, physical aggression with another student or faculty member, breach of the Care Standards described by the American Association of Nurse Anesthetists (AANA), lack of academic integrity.

Personal Conduct

- It is expected that students keep up the good name of the Institution. Their conduct must be consistent with the professional standards of the AANA. Any function that the student performs with time from the clinical practice will be considered PUDCJBR time and, as such, the conduct is expected.

According to the Policies of the PUDCJBR Honor, the examinations will be supervised by a faculty member or it's designated. Moreover, all the evaluations and materials that are submitted for qualification will be only from the student that submits them or from the one that accredits.

During rotations in hospitals, each student will be considered as another member of the anesthesia team and therefore is subject to the rules as to assistance, punctuality, personal conduct and hygiene that apply to the team. Each student is subject to the rules and regulations of the affiliate hospitals and their anesthesia departments when assigned to mentioned hospitals. The guides for each hospital will be distributed to the students before their first assignment.

Academic Integrity

Integrity is expected from the student in relation to all its academic work. Plagiarism, fraud, and lack of honesty, or any other move or inappropriate conduct to the integrity of his/her academic work will be considered serious infractions to be sanctioned by the stipulations of expected conduct from the students. It can result to temporary suspension of the program, permanent expulsion from the, among other sanctions.

Use of cellphones and the electronic devices

The use of cellphones or any other device that could access to data, store, or send them during test or processes of evaluation is prohibited. All cellphone or electronic device that can interrupt the teaching-learning process or alter an environment that propitiates academic quality will be deactivated. In case of serious situations of health or other pressing, will be referred to the professor and be duly attended.

CONDUCT STANDARDS FOR ANESTHESIA STUDENTS

Identification

The student must always have a student ID with picture on university campus and clinical area, including enrollment periods, and will also be required to attend class. Entrance can be denied to any student that does not bring the student ID to the classroom.

School Property

The students will be financially responsible for damages and destructions to the Professional University Dr. Carlos J. Borrero Ríos property.

Controlled Substances

The PUDCJBR recognizes that addiction to controlled substances is a treatable condition and students are encouraged to search help in counseling and psychological services or any other appropriate type of treatment for the alcohol and controlled substances abuse.

Any student that imputes a violation to any federal or state law that involves the use of controlled substances, the academic degree will not be granted until acquitted to such charges. The student that is found guilty of criminal charges that involve drugs or controlled substances will be immediately expelled from the PUDCJBR.

Discipline Committee

This institutional body is responsible for developing, establishing, and reviewing the policies, rules, and procedures governing the conduct standards of the PUDCJBR's student body. The abovementioned is composed by the Dean of Academic Affairs, Program Director, Counselor, and two (2) faculty members.

STUDENT COMPLAINT/GRIEVANCE POLICY

INTRODUCTION

PUDCJBR expects that our students demonstrate the highest standards of integrity and to conduct as professionals. At the same time, students expect faculty and staff members to demonstrate integrity while applying principles of fairness and respect.

When a student presents any grievance concerning faculty or staff members, they are taken very seriously and are treated with sensitivity and urgency. Students, future students, or alumni may complain about any situation in which they feel their rights have been violated, have NOT received adequate services from the institution on the part of any PUDCJBR staff, and or have NOT been treated with respect, dignity or justice at PUDCJBR.

The affected person may initiate a complaint process as established in the Student Complaint/Grievance Policy. The aim of this policy is to provide processes that enable concerns to be addressed quickly, without fear of reprisal pertaining to the source of the concern as practicable.

SCOPE OF THE POLICY

The policy will apply to management of grievances arising between the following parties:

- Student: student
- Student: faculty or staff member
- Student: external agency (e.g. Hospitals of clinical practice)

In relation to non-academic grievances, the term “complainant” applies to both current students of PUDCJBR and persons seeking to enroll with PUDCJBR. At any time, complaints can be discussed with the person/s involved.

BEFORE A COMPLAINT

Complainants are encouraged, wherever possible, to resolve concerns or difficulties informally with the person(s) concerned. The concern can first be discussed with Counselor who can direct and give the complainant some advice. If the concern still has not been resolved, a complaint can be presented.

PRESENTING A COMPLAINT

If a person cannot resolve the issue informally and they wish to present a formal complaint, they should:

Fill out the Complaint form. It should detail the complaint and the steps that have been taken so far.

****Note:** Complaints on behalf of someone else will not be accepted, and it is important to understand that it is a serious procedure, and it will be investigated.

Be aware that the staff member, faculty, or person involved in the complaint will be informed that a complaint has been made against them or in relation to a decision they have made.

The Counselor will acknowledge receipt in writing within 5 days.

PROCEDURE

Before describing the procedure of complaints, it is necessary to understand there are two types of complaints:

- Academic complaint – these are the complaints that include issues related to the students' progress, assessment of student learning and curriculum.
- Non-academic' complaint – these are complaints that cover all other issues, including situations that are related to any personal information.

During all stages of this procedure PUDCJBR will:

- Ensure that the complainant and any respondent will not be victimized or discriminated against.
- Ensure that the complainant has an opportunity to formally present their case and each party to a grievance.
- Ensure that the complainant may be accompanied and assisted by a support person at any relevant meetings
- Ensure that a full explanation in writing for decisions and actions are taken and presented as part of the process
- Immediately implement any decision and/or corrective action as a result of the complaint process.
- Guarantee that there is no cost to the complainant during the internal process of the complaint.

STEPS FOR A GRIEVANCE/COMPLAINT

Stage one – informal grievance:

The student can talk to any of the academic or PUDCJBR staff, including the Counselor, about their grievance. If the matter is not resolved, then the student can present a formal grievance.

Stage two – formal grievance

The student should complete the grievance/complaints form and include all supporting documents. The form can be downloaded from the PUDCJBR web site. Formal grievances must be submitted in writing marked to the attention of the Counselor as follows:

656 Ave. Ponce de León P-1, San Juan, P.R, 00918

Receipt of the grievance will be acknowledged in writing. The grievance handling process will commence within 10 working days of the receipt of the formal grievance. PUDCJBR will consider all reasonable measures to finalize the process in a timely manner.

GRIEVANCE/COMPLAINT OF ACADEMIC NATURE

If the grievance is of an academic nature the following will be the complaint process:

Once the grievance is received, the Counselor will inform the Program Director to handle the grievance.

The Program Director will seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written or verbal request or by a face-to-face interview with the complainant. When such clarification occurs in a face-to-face interview the complainant or respondent may ask another person to accompany them.

The Program Director will then seek to resolve the grievance and will provide a written report to the complainant on the steps taken to address the grievance. The report will further advise the complainant of their right to access the internal appeals process if they are not satisfied with the outcome of their formal grievance.

INTERNAL APPEAL

If a complainant is dissatisfied with the outcome of their formal grievance, they may present an appeal to the Dean of Nursing within 15 working days of receiving notification of the outcome of

their formal grievance. The student must complete the appeal form (can be downloaded from PUDCJBR web site).

The Dean of Nursing will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Nursing will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days. The report will further advise the complainant of their right to present an appeal to the Dean of Academic Affairs if they are not satisfied with the outcome.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Dean of Academic Affairs within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PUDCJBR web site).

The Dean of Academic Affairs will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Academic Affairs will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days. The report will further advise the complainant of their right to present an appeal to the Board of Directors.

The Board of Directors will consult with the complainant and other relevant parties within ten working days. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Board of Directors will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision, within ten working days.

GRIEVANCE/COMPLAINT OF NON-ACADEMIC NATURE

If the grievance is of a non-academic nature the following will be the complaint process:

Once the grievance is received, the Counselor will inform the Chief Executive Officer to handle the grievance.

The Chief Executive Officer will seek to clarify the outcome that the complainant hopes to achieve. Such clarification may be sought by written or verbal request or by a face-to face interview with the complainant. When such clarification occurs in a face-to-face interview the complainant or respondent may ask another person to accompany them.

The Chief Executive Officer will then seek to resolve the grievance and will provide a written report to the complainant on the steps taken to address the grievance.

The report will further advise the complainant of their right to access the internal appeals process if they are not satisfied with the outcome of their formal grievance.

INTERNAL APPEAL

If a complainant is dissatisfied with the outcome of their formal grievance, they may present an appeal to the Dean of Academic Affairs within 15 working days of receiving notification of the outcome of their formal grievance.

The student must complete the appeal form (can be downloaded from PUDCJBR web site).

The Dean of Academic Affairs will consult with the complainant and other relevant parties. Where possible, such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Dean of Academic Affairs will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision. The report will further advise the complainant of their right to present an appeal to the Board of Directors of PUDCJBR.

If a complainant is dissatisfied with the outcome, they may present an appeal to the Board of Directors within 15 working days of receiving notification of the outcome of their formal grievance. The student must complete the appeal form (can be downloaded from PUDCJBR web site).

The Board of Directors will consult with the complainant and other relevant parties. Where possible such consultations should take the form of face-to-face meetings. The complainant or the respondent may ask another person to accompany them to these interviews.

The Board of Directors will provide a written report to the complainant advising the further steps taken to address the grievance, including the reasons for the decision.

The Professional University Dr. Carlos J. Borrero Ríos will work to address the complaint within three months.

If a complainant is dissatisfied with the outcome, they may present an appeal to: Puerto Rico Board of Post-Secondary Institutions

PO BOX 19900 San Juan PR 00910-1900

The complainant should follow the steps presented by the Puerto Rico Board of Post-Secondary Institutions.

If a complainant is dissatisfied with the outcome, they may also present an appeal to the Middle States Commission on Higher Education:

Middle States Commission on Higher Education (MSCHE)

3624 Market Street Philadelphia, PA 19104-2680

GRIEVANCE HANDLING PROCESS TIMELINE

PUDCJBR will work responsibly to handle all grievances in 10 working days. If the student is dissatisfied with the outcome and decides to appeal, each appealing will be processed between 10 and 15 working days. The goal of PUDCJBR is to resolve every grievance before 30 days from the day the formal grievance was received.

GRIEVANCE DATA AND RESULT OF INFORMATION

PUDCJBR will maintain a grievance record that is used to monitor cases and improve all our internal procedures. This record is available through our webpage as part of the information for students and of the consumer information. The grievance record helps us to analyze information about grievance, conflict trends, personal and academic issues.

The result of any grievance gives the institution the opportunity to make changes and improvements when needed. The information about any grievance that is received,

no matter if it was resolved immediately, will be provided to the Board of Directors and the President. The Dean of Academic Affairs and the Chief Executive Officer will be responsible of providing this information to the Board of Directors. The information will be discussed and analyzed in meetings. With the result of this analysis, we can implement changes and continue managing grievance procedure in an efficient manner.

RECORD KEEPING & CONFIDENTIALITY

An annual report of all grievances handled under this procedure will be presented and published through our web site beginning December 2017. The outcomes of all grievances will be maintained for a period of at least five years to allow all parties to the grievance appropriate access to these records. All records relating to grievances will be treated as confidential.

This policy will be effective since November 2017.

Updated: March 2022

Disciplinary Actions

The following conducts will be considered sufficient to begin a disciplinary action against the student that could be expelled; however, this list DOES NOT CONTAIN all conducts to be disciplined:

- Violations to the rules or regulations of the clinical practice place.
- Abusive and obscene language
- Confidentiality breach
- Abandonment of the nursing license
- Disloyal or poor attitude
- Negligence and carelessness
- Falsification of documents and dishonesty

- Insubordination
- Poor performance in the classroom or clinical area
- Conviction of a crime
- Lack of Academic Integrity/Plagiarism
- Refusing to follow the instructions of the instructor
- Misuse of Internet service
- Misuse of cell phones in the classroom
- Does not deliver assessments to clinical instructors
- Unprofessional conduct around coworkers, classmates, patients, or relatives
- Speaking badly and create or spread rumors about an instructor, coworker, or employee of the hospital
- Using or being under the influence of alcohol while in the practice or teaching area
- Drug use at any time
- Also any affiliated hospital can refuse to allow a student to enter their facilities when there is a situation that violates its rules.

STUDENTS' RIGHTS IN DISCIPLINARY PROCESSES

The student has the right to:

- Know the disciplinary process and what expects of the mentioned
- Expect consistent answers when makes an infraction
- Question any data and present his/her defense
- Obtain a progressive and just discipline
- Take into consideration as individual
- Appeal the disciplinary actions following the Student Grievance/Complaint Policy

DEFINITIONS OF DISCIPLINARY ACTIONS

1. **Probation** – a period of one academic semester (or stipulated time) in which the student will be placed on probation because they did not comply with specific rules or institutional policies. After or during probation, the student must comply with the established requirements. Under no circumstances a student can be granted two consecutive probation periods. However, a student may be placed in a probation status two or more times during their program, if the probation periods are not consecutive.

2. **Suspension** - classification to be presented to the student who at the end of his/her probation period has not overcome disciplinary deficiencies or if the disciplinary deficiency presented by the student is considered severe and does not require a probation as first step. The classification will be extended for one semester. If it is decided by the Program Director that the behavior is serious enough to consider immediate suspension, he/she will forward the case to a Disciplinary Committee. If the committee decides to proceed with adverse action, the student will be placed on suspension. The student may appeal this decision following the Student Grievance/Complaint Policy. All appeals will only be accepted if submitted in writing.
3. **Expulsion** – a student may be expelled for repeated offenses or for a one-time flagrant violation of PUDCJBR policy. If it is decided by the Program Director that the behavior is either a multiple offense or is serious enough to consider immediate expulsion, he/she will forward the case to a Disciplinary Committee. If the committee decides to proceed with adverse action, the student will be placed on academic suspension and withdrawn from any current registrations. The student may appeal this decision following the Student Grievance/Complaint Policy. All appeals will only be accepted if submitted in writing. If the student does not appeal within 15 days or if the appeal is not approved, the student will be dismissed from PUDCJBR.

READMISSION OF EXPELLED STUDENTS

Application Requisites

The student that has been expelled from the Professional University Dr. Carlos J. Borrero Ríos (PUDCJBR) can request the lifting of the disciplinary penalty. Furthermore, must satisfy the following:

Request readmission at least four (4) years after being expelled.

Present evidence that deserves to lift the expulsion and the situation that provoked the situation is no longer present.

Commit by writing, to faithfully observe the conduct rules of this Regulations.

Certify that has NOT been disciplinarily sanctioned in any other educational institution after the expulsion date from the PUDCJBR.

PROFESSIONAL CONDUCT GUIDES

The student of the PUDCJBR is a representative of our institution in their professional, academic, and social inside and outside Campus. As established in the Ethics Code of the AANA “the health professions require men and women of impeccable character that can live professional and private lives that exemplify high conduct standards”. The protection of the more vulnerable patient population is one of the most important aspects of the PUDCJBR and the clinical places in which our students complete their practices. The PUDCJBR must be informed and prepared to take any punitive or corrective action when the students are involved in inappropriate or immoral conducts that can damage the Institution’s reputation through illegal acts.

The school has adopted a Professional Conduct Code that all students must follow. Members of the faculty will observe the student’s professional conduct each semester. The qualification of such conduct will appear in the grades report as follows: S: satisfactory U: unsatisfactory.

The student that receives an unsatisfactory evaluation of the Professional Conduct Code in his/her grades report will be placed on advice under a mentor member of the faculty. The student that receives an unsatisfactory evaluation in the Professional Development for two or more semesters could be recommended for expulsion by the school faculty.

In the Professional Conduct Code it is expected that the student of the Professional University Dr. Carlos J. Borrero Ríos complies the following:

Conducts in a professional manner.

Recognize and adhere to the authorities.

Be academic and professionally honest. The use of any test or unauthorized/unapproved by the PUDCJBR faculty will be considered a breach of the Code and will be expelled from the school. The student is responsible to ensure that all material that he/she uses for the tests are approved by the instructor.

Demonstrate respect and support to other students, faculty, and members of the school regardless race, nationality, or economic status.

Truly and precisely identify his/her professional credentials.

Refrain from executing any professional service requiring some sort of competition that the student does not have or is prohibited by law, unless the situation warrants otherwise.

Accept responsibility related to incompetent or unethical behavior to the appropriate authorities.

Consider strictly confidential all patient information and refrains from discussing this information with any unauthorized person including patient.

Show respect and consideration for the patient, regardless of race, religion, gender, nationality, or economic status.

It is always concerned about the welfare of patients left in charge.

Negative Criminal Record Certificate.

POLICY OF ARREST

If a student is arrested or presented with charges for any violation of law, other than a traffic violation or misdemeanor, the student must report such violation or charge to the Program Director within of two (2) business days of the occurrence. The Director will give the student an opportunity to be heard. After the Director consults the situation with the Discipline Committee, corrective or punitive action shall be determined properly. The decision will be final and binding.

GENERAL RESPONSIBILITIES OF FACULTY TOWARDS STUDENTS

The faculty must fulfill their classes regularly in time and place. Any change IN classes must be approved by the Program Director.

The faculty must be available for students, keeping office hours and alternate forms of contact.

The faculty will not use students for professional or personal gain.

The faculty will refer students to the library or counseling services as per his/her need is considered.

REQUISITES OF SCHOOL GRADUATION

1. General Requisites of Graduation for Graduate Programs in Nursing:

Meet all requirements of the curriculum with grades of A or B.

Having a satisfactory grade point average (GPA) of 3.00 or more.

Meet all financial obligations to the School and successfully complete the Final Graduation Matching.

2. Specific Requisites of Graduation for Master's in Anesthesia:

Candidates for graduation of Master's in Anesthesia of the School must also:

Approve the self-evaluative test administered by the School with 80% or more.

Formally evidence clinical experience and having administered anesthesia in 650 surgeries in various specialties as specified in sheet of breakdown of monthly clinical cases.

STUDENT CLOTHING

In the PUDCJBR it is expected that students dress in a way that complies with the standards of professional workers in the health campus. The clothing or scrubs with color coding (provided by the hospital) for operation room must only be used for the mentioned place. It is required that each student needs a long white robe which will wear on top of the scrubs when leaving operation room to the Hospital premises. Currently, this uniform cannot be used outside the hospital, even when covered by other types of clothing. Disposable shoe covers should be used

all the time in the operating room and cannot be used outside the hospital or other areas of the same.

It is expected that the students dress according to the Dress Code of the School and affiliated hospitals and will be informed of it before he/she starts period of study and rotation of the clinical phase. The eye protection must be worn whenever the student is administering anesthesia.

PREGNANCY

The school subscribes to and complies with federal and state statutes and considers the pregnancy of a student as a temporary disability. All reasonable accommodation will be made to students who are pregnant, but because of the necessary physical strength and requirements of the School it is mandatory that the student reports to the PUDCJBR the pregnancy. It is up to the student with the advice of her doctor, if to continue or not in school. The subjects of anesthesia are a staple of the course and cannot be reprogrammed. It will require the student to confirm whether to continue studying and release of all liability to the School for possible medical complications during pregnancy which may arise directly or indirectly from their academic obligations. For this, she must submit a medical certificate from her obstetrician.

HOLIDAYS, SICKNESS, AND VACATIONS (EXCUSSED ABSENCE)

For the first 12 months of the academic program, free days (ex. Holidays) will be according to the school calendar. During the clinical phase (after 15 months) holidays will be observed according to the responsibilities of employees of each clinic. In addition, a fund of 10 days will be provided in clinical practice to be used for illness or vacation. During the clinical phase, all official holidays will be recognized, but additional days around the holidays will be scheduled with the background days (ex. January 5 and 7).

For a day of absence without programming, such as a disease, it is the responsibility of the student to notify the manager in the place of clinical practice and the PUDCJBR. To NOT notify this absence to the school office by 9:00 am, the day of absence (a voice message or email during non-working hours is acceptable) shall be sufficient reason to reduce the days of student background (ex. one absent day not be reported will count as less than two background days holiday/illness).

Scheduled absences must be requested in writing at least 14 days in advance. All requests for absence must be requested by the faculty of clinical area. After the absence is approved by the PUDCJBR Clinical Director the student may notify the clinical coordinator. Clinical coordinators should NOT approve absences without consulting with PUDCJBR.

Exceptions will be reviewed case by case.

Vacation request of a place of clinical practice which works 12 hours will be accumulated as 1.5 vacation days taken per day.

Vacations will NOT be granted in academic days.

Vacations shall not be left for the ending of November of graduation year. No student will be excused for vacations 10 days before graduation date.

Not notifying the Clinical Director of the days to use as vacations or sickness will result in a reduction of two (2) background days granted to the students.

If the days are used as sickness or personal absence, the clinical coordinator and anesthesiologist in charge of the clinic must be notified before the start of the next class.

If on call shift during vacations, the student must make the necessary arrangements to change the shift.

Patterns of absenteeism (ex. excused or otherwise) or overuse of licenses in a place of practice will be investigated by the faculty and the student could fall on probation.

Free time to attend meetings related to the profession and approved by the faculty or reviews, will not be deducted from the background days of the students.

Permitted to use free time as "final license", but as stated above, working as a nurse anesthetist is not allowed until after graduation. Although you can make up time, the attendance is compulsory, at any time before and graduation date in order to meet the requirements graduation.

The time lost in excess of Excused Absences, due to sickness, maternity license, or personal affairs, will be necessary to adjudicate to the Medical License. Students in medical license could require an extra time to complete the school. The PUDCJBR does NOT grants graduation at mid-semester, therefore the extension will last for the whole semester. Considering extended time, depending on the lost time, the student will be required to enroll at least two (2) more

semesters if necessary to complete the studies. This extension will require additional costs of enrollment and other applicable fees for the whole semester regardless of the number of days remaining to meet the requirements. The students that require a license for sickness must have a medical certification to be admitted again and might have to meet additional requirements set by the School on a Readmission Agreement which will be done when the student requests the license. Any time lost in excess of two semesters will be grounds for a student to be expelled from the School.

EMERGENCY LICENSE DUE TO FAMILY DEATH

Emergency licenses will be granted when they are required by the death of a close family member and they will be for three (3) days. Close family member is defined as spouse, grandparent, parents, brothers, sisters, children, and grandchildren.

EMPLOYMENT

Students must not accept work as nurse anesthetists by title or function while in School. Working as nurse anesthetist before the official date of graduation is prohibited by law.

HURRICANES PREPARATION

In the event of hurricane warning for the area of Puerto Rico announced by the National Weather Service, shall apply as follows:

Class's suspension once the authorities request it.

The student under clinical rotation must follow the instructions for each hospital, but they will not be considered as essential personnel, given that they could present as volunteers contacting the respective coordinator.

If the student is under clinical rotation outside the city, he/she must consult with the clinical coordinator, as with the School faculty, if possible, to determine the best action course.

Students should never be put at risk if they do not contact the PUDCJBR or clinical coordinators. They shall exercise the best judgment in all decisions concerning their safety and that of family members.

WARNING

All information referring to the school will always be honest and real. This policy extends to all facets of the school including accreditation, curriculum, admission, evaluation, quality affairs, and case requirements.

PATHOGENS TRANSMISSION

It is expected that the students use protective goggles and gloves when administering anesthesia. This is regardless of hospital equipment being used. Safety glasses must include splash guard above the eyebrows and on both sides. This is required by the Occupational Safety and Health Administration (OSHA).

If a student is pierced with a needle will:

Report what happened to the Clinical Instructor immediately.

Report the incident to the Clinical Director or the anesthesiologist in charge.

Fill the unusual occurrences sheet of the institution.

Search for evaluation in the hospital (ER).

CLINICAL EXPERIENCE

After proper training, students will be given the opportunity to manage all types of general anesthesia and perform various types of invasive monitoring techniques in a variety of clinical scenarios. Also, the student will be given the opportunity to manage and monitor a variety of regional anesthetics. Students are required to manage a minimum of 650 anesthetics in several techniques in order to graduate.

CONFIDENTIALITY

During the course of administering an anesthetic or review information of a patient, the student is required to maintain confidentiality. It is the PUDCJBR's policy that all patient information remains confidential, unless required by other health professionals for the benefit of the patient's health. If the information is provided to someone else it should be done in the most professional manner, always keeping in mind that the information is confidential. All materials used during conferences must have personal references and NO patient identity. The student will be required to sign a confidentiality clause and any violation of this policy will result in disciplinary action,

including expulsion. Students must be aware of the political institutions and the *Health Information Privacy and Portability Act (HIPAA)*.

It is expected that regular and adjunct faculty respects and protects the confidentiality of information relating to the students and other employees.

CONSENSUAL RELATIONS

No student must hold a consensual relationship with a member of the faculty, including clinical faculty, who exercises control or authority over student. Authority situations include but are not limited to: education, counseling, and supervision of investigations, supervision of practice, and who has responsibility to award degrees and grades or disciplinary action against the student.

The students and faculty should be aware that entering into a consensual relationship diminishes the ability to teach, be a mentor or supervisor of a student, or aid them in their career. No faculty member must agree to have authority over a student that has a consensual relationship without prior written agreement with the supervisor or Program director. No faculty member should participate on decisions regarding grades or disciplinary actions on a student with whom holds a consensual relationship.

If anyway, a consensual relationship between a faculty member, including clinical faculty, and a student involving any position of authority or supervision develops, the student must inform the Program Director or the Clinical Director and the mentioned position of authority must end. Termination of authority can be, but is not limited to: unsubscribe from a course or clinical practice taught by the faculty member, the transfer of student to another course or section, or that another qualified faculty member assumes the position of authority. The student will be assigned to another academic counselor, or clinical mentor for supervision.

CRIMINAL BACKGROUND CHECK

All students will be required to submit for a criminal background check with the relevant authorities. Once classes started it may require the students to conduct another review their records. The names of the students who pass the review will be given to the different clinical institutions.

The students who have a conduct certificate signaling any criminal conduct that to appeal any adverse outcome must provide a letter of appeal to the Clinical Director. During the appeal process of reviewing the convictions will be taken into consideration:

1. Time elapsed since the conviction.
2. Type and circumstances of the offense.
3. Record of employment and subsequent behavior from the offense.
4. Number of convictions.
5. Rehabilitation.
6. Nature of clinical assignments and their relation to the offense.
7. Place of the clinic.
8. Adverse outcome in their professional license.

STUDENTS' RECORDS

All records of the students will remain in custody at the Registrar's Office.

Security Measures to provide access to student records:

No student will have access to records without prior authorization of the Registrar or any other entity with greater force, understood the courts of the Commonwealth of Puerto Rico.

To begin the process of the record request the student must complete a form at the Registrar's Office.

CLINICAL EVALUATIONS RECORDS

The Program Director will keep the following information in a locked file:

Notes of counseling students.

Copy of clinical evaluations.

STUDENTS' PERFORMANCE EVALUATION

Daily Clinical Assessments (Formative)

The students will be supervised and evaluated daily in clinical area by a RNA or a doctor member of the faculty of hospital of practice. The instructor will assess the student at the end of the rotation. The evaluation will be conducted through an electronic or written form; in this case, it is the responsibility of the student to provide the form to be evaluated.

Students' Self-Assessment

While in clinical practice, the students will complete a self-assessment of its performance at the clinic, by semester. This assessment will be reviewed by the Clinical director.

Students' General Assessment (Annually)

The Program director, Clinical Director, and faculty will held a yearly student assessment in the month of August. This evaluation will include both strengths and areas for improvement of the student. The student assessments in clinical area include evaluations by the clinical coordinators. Students who demonstrate poor performance will be sent to academic counseling and an action plan will be implemented to correct identified deficiencies.

PRACTICE EVALUATION

The program requires that students demonstrate satisfactory performance in clinical practice in order to complete it.

The student that cannot complete the clinical objectives within the time required, may request an incomplete. The Institution's Catalog details the process to request and remove a grade of Incomplete.

SELF-EVALUATION TEST

Student will take the self-evaluation test in the last year of studies.

FACULTY EVALUATION

Teaching Faculty

The students will evaluate the faculty teaching courses offered at the end of each course. The PUDCJBR will provide the tools for the evaluation.

Clinical Faculty

The students will evaluate annually the faculty of clinical practice.

COURSE SYLLABUS

The student is entitled to receive from the professor, not later than the first week of the course, a printed document or in electronic format, in which describes how to fulfill the plan of course work. This document shall be discussed in class by the professor and represents the agreement and commitment that sets the professor with the students. The Professional University Dr. Carlos J. Borrero Ríos promotes that students express opinion about the themes, methodologies, and criteria for evaluation of the course, so that the professor provides the students the opportunity it deems reasonable to suggest changes to the document.

The syllabus or course content includes at least the following elements:

Title

Coding

Credit hours

Contact hours

Description

Objectives

Thematic content

Instructional strategies

Activities

Resources

Used technologies

Evaluation means

Bibliography

In any case where the syllabus is delivered in electronic format the student is entitled to request a printed copy.

Evaluation Review

The student may request the professor a review of the evaluation when he understands that does not meet the established or agreed criteria. The first instance of review constitutes the professor in charge of the course. The work that has been performed by the student during a course will be retained by the professor for six (6) months after delivery of the student's final grade.

REPOSITION MATERIAL FOR ABSENCE OF THE PROFESSOR

The student has the right to restore time for discussion on the corresponding material to any course session that the professor has been absent.

ACKNOWLEDGEMENT FOR ACADEMIC WORK AND AUTHOR

The student has the right to be consulted as proper attribution or authorship contribution when the product of their work is to be used by the professor or others in any publication, conference, or any other form of disclosure.

STUDENT ASSOCIATIONS

Student Activities and Student Representation

The PUDCJBR promotes, encourages, and supports that each class selects one representative student and which can conduct meetings and activities. The PUDCJBR recognizes it as a link between peers and the institution. This includes that each representative expresses to the Administration suggestions, claims, and complaints of its kind. This representative must keep students informed of the results of the meetings and participate in the assessments made to improve the Institution. This representation does not undermine the individual right of every student to request a hearing or file any claim or private complaint with the administration and the duty of administration to communicate issues relevant to the student body as provided in this *Regulations*.

Administrative Support towards Students' Activities

The Puerto Rico School of Nurse Anesthetists will support all student activities provided they are in favor of education and professional growth of students. Support strategies include, but not be

limited to facilitating access to hospital resources or community, use of facilities, facilitating group participation in professional activities or fraternization.

AUTHORITY TO PROHIBIT ACTIVITIES IN DANGER SITUATIONS

In case there is clear and imminent danger to the students, school staff, and others, the Institution may prohibit the celebration of these.

ACCESS TO SERVICES AND ENJOYMENT OF FACILITIES

School Services

The student is entitled to quality service and excellence in relevant and appropriate schedules, including among others, the processes of tuition, counseling and guidance, financial aid, the use and availability of library resources, laboratories, and computer centers. In addition, students are required to meet established standards for the use or enjoyment of the services.

Physical Facilities

The student has the right to responsibly use the physical facilities of the PUDCJBR, and the duty of protection and care of them. Likewise, the students are entitled to enjoy physical facilities that meet standards of health protection and personal safety.

Admissions

The Admissions Office is located at headquarters of the School. This office will provide registration services entrants and other related aspects.

Registry Office

All students have access to the Registry Office that is located at headquarters. This office will provide the following services that are related to:

Course enrollment

Grades delivery

Credits transcriptions

Diplomas

Graduation

Transfers and Recognition of Courses

Counseling Office

All the students are entitled to use the services of Guidance and Counseling in cases that they understand that need these services. Also, this office will serve the students who are referred by the faculty.

Technological Infrastructure

The student has the right to use the computer center of the PUDCJBR located in located in the Library Facilities. This center has computers with Internet access.

Every student is entitled to be oriented on the proper use of technology that has the Institution. It will be delivered to each student instructions on how to use the relevant equipment, policies, and hours of use of equipment. In need of technical assistance, the student can request help from the corresponding personnel.

Library

The student is entitled to make use of the Library. The library provides access to books and journals that support the academic curriculum. Also, students can access library resources through the library web page. The Librarian and the Librarian Assistant provide support to students when searching for the information they need and during the preparation of their course works.

Schedule of Courses

The student is entitled to have course schedules indicated and available allowing to follow the established sequence without conflicts between their requirements so as to facilitate to complete the degree within the time set by the Institution.

Reasonable Accommodation

The PUDCJBR is committed to providing reasonable accommodation for the student that by some physical or mental condition may need special attention. Any student needing reasonable accommodation must apply for it before or during the first week of classes at the Dean of Administration Office or Program Director. The Professional University Dr. Carlos J. Borrero Ríos guarantees equal access to education and other services in compliance with the ADA Law (1990). Appropriate confidentiality will be maintained.

Policy of Fulfillment: Candidates Physical State to Master's Degree in Sciences of Anesthesia

The PUDCJBR in the interest to meet their ethical/legal commitments and requirements of the Discipline of its program of Master of Science in Anesthesia (MSA), understands that it is their duty to admit students that by graduation can do their work without risking their person or the

patients that may need their services. It is therefore established by this policy requirements to be met by the candidates and therefore the students of MSA program. The skills set forth therein are required with or without accommodation.

A graduate of the Master of Science in Anesthesia should be able to comply with the description of tasks and functions of a Certified Nurse Anesthetist. The candidate for admission to the program must have abilities and skills in five categories: observation, communication, movement, intellectual, behavior and exchange social professional. The fair for people with documented disabilities accommodation will be considered on an individual basis, but overall a candidate for studies in the MSA program must be able to perform their duties independently. To this end the compliance policy for candidates for admission to the MSA program is developed from the PUDCJBR.

Being fit to perform the work required in clinical courses of the program and once they enter the labor scene as anesthetist, it is imperative. Therefore, students are required to inform the program changes in their health status (including drug use) that may impact their mental state, alertness, and safety in patient management before, during, and after the process anesthesia.

The following skills are required with or without reasonable accommodation:

1. **Observation:** candidates for admission must have sufficient sensory capacity to enable them to make observations in classrooms, laboratories, ambulatory surgical stage, and hospitalized. It is required that their sensory skills are adequate to perform a physical examination. Functional vision, their senses of hearing, and touch should be adequate to determine the health status of the patient and allow extracting information from computer monitors and through regular procedures required in a physical test, such as inspection, auscultation, and palpation.
2. **Communication:** candidates for admission must be able to communicate effectively both in the academic setting as in health care. Such candidates must submit evidence of their verbal and writing skills, and ability to work in teams.
3. **Motor:** skill is required to participate in basic diagnostic and therapeutic maneuvers procedures (eg. palpation, auscultation, blood collection, or insert an endo-venous line). These should have sufficient motor function to enable them to perform movements reasonably required to provide care to patients, including the ability to change their position, moving or lifting their bodies. Candidates must be able to negotiate the care environment for patients and move quickly to each of the scenarios where required to transfer (clinical, classroom buildings, or hospital).

4. **Energy or physical strength:** enough energy or physical strength are required to complete both rigorous didactic and clinical studies. It is required sitting, standing, or moving for long periods of time on the experiences of classroom, laboratory, and clinic.
5. **Intellectual:** Candidates must be able to measure, calculate, reason, analyze, and synthesis, both silent environments and areas with distractions, noise, and presence of other stressors. Troubleshooting, one of the critical skills demands specialist in anesthesia, requires all these intellectual skills. In addition, the candidates must be able to demonstrate understanding of graphs and physiological data, or distinguish the monitor graphic distortion, comprehend the tridimensional relationships and the spatial relationship of the body structures. Must be able to read and understand the medical and nursing literature. To complete the degree candidates must be able to demonstrate mastery of these skills and the ability to use them together in time, and often critically in solving problems and in the care of patients.
6. **Attributes of human and social conduct:** Candidates must possess the emotional health required for full use of their intellectual skills, exercise good judgment, and promptly complete all his/her academic responsibilities and of patient care. The development of maturity, sensitiveness, and effective relationships with patients and other health team members is essential. The ability to function effectively in the presence of the inherent uncertainty in clinical practice, flexibility, compassion, integrity, motivation, interpersonal skills, and concern for others are all required. Candidates should be willing and able to follow program and practice guidelines. They should practice ethically and with legal and regulatory authority.

Tutoring and Remedial Courses

When the student understands the need of tutoring in a course, it may request the same in the office of the Program Director or his/her professor. The institution is obligated to make all necessary arrangements for the student to obtain the necessary tutorials. Remedial courses must be authorized by the Director after an analysis of the application and/or need of the student.

Policy of Changes in Charges and Fees

The Professional University Dr. Carlos J. Borrero Ríos establishes a procedure for notifying the Board of Education of Puerto Rico and students cost changes in Tuition, Fees and Other Charges. It is required that the institution has available for its enrolled and prospective students information about tuition, fees, charges, and other costs. The PUDCJBR will notify students with 6 months prior to the start of the next semester and through newsletters, about changes in costs, fees, and other charges.

As mentioned above, the PUDCJBR reserves the right to review the rights of tuition, fees, and other charges when a careful analysis of any particular situation takes place, the administration of PUDCJBR understands that changes in rights of tuition, charges, or fees are reasonable and justified. Also, whenever budgeted projections indicate a possible increase in these costs and when there is an increase in educational and general fees and/or mandatory transfers.

The cost for tuition, fees, and other charges due at the end of each academic semester in which the student is enrolled.

The PUDCJBR establishes the Acknowledgement of Debt and Payment Plan signed by the student and the Puerto Rico School of Nurse Anesthetists (PUDCJBR). It contains charges and student financial obligations to the Professional University Dr. Carlos J. Borrero Ríos.

In consideration of educational services to be provided by the institution, the student agrees to pay, according to the terms of this contract, the amount owed on each of the periods provided. The amount funded in this payment plan includes the cost of the program and related costs such as fees. The finance rate is 0.00% per year as finance charges.

Students have the first ten (10) of each month to make their payment. Otherwise, he/she will be charged \$25.00 in concept of late payment. Any payment by check that is returned by the bank will charge \$25.00.

The summers of study at the PUDCJBR will not be funded and have to be fully paid at time of registration. Except by authorization by the President of the PUDCJBR. Such extension must be met before ending the summer session.

It is the student's responsibility to know when each payment is due and take the necessary measures to fulfill with the payment plan.

The student recognizes that agrees to make the total payments listed. The student also acknowledges and agrees that if his/her account is in arrears or fails to comply with established payments, the PUDCJBR can deny the entry to the classroom, laboratory, testing, and/or any other service provided by the Institution. In addition, the PUDCJBR will not issue notes, certificates, and transcripts of credits, diploma, or other document until student financial obligations are met with PUDCJBR. The student who does not meet its financial commitments within the established dates will be discharged and will not receive grades for courses in which they have enrolled.

The student agrees to fully pay the costs of the study program to which they have enrolled. The student recognizes that failure to pay the outstanding debt with the PUDCJBR may result in not granting certificates or any documents until the debt is satisfied. In addition, the PUDCJBR will conduct legal means to collect it in full and the student will be further charged the percent of legal interest rates then prevailing.

The cost of credit increases a minimum of \$5.00 annually. Fees and other charges are not refundable.

Policy of the Use of Populi

Populi is the current institutional platform. This platform provides access to services related to academic and financial aspects, among other services. Also, Populi is used as the administrative and academic platform. It can be accessed through <https://eeapr.Populiweb.com> and through its mobile APP.

When using Populi, the student agrees to the terms of use, which are constantly being updated. When the terms of use change, the student will be notified and will be required to agree to the terms again. It is important to revise the Terms of Use, since once is accepted, the user agrees to the modified terms. The terms of use applies to clients, students, and any authorized user.

The terms of use of Populi for authorized users is based on the Policy of Acceptable Use. The authorized users are the ones that have obtained access to the services through a unique login.

Authorized users are: employees, consultants (including professors and administrators), prospect students that have been register, active students, and any other authorized person.

When using the platform, the students agrees to the terms of use. But, if the student do not want to agree, then he/she can not use the platform.

To be able to use Populi, it is necessary to create an account. The users' account are created and administered by PUDCJBR. Each user will need an email account.

Administrators are the ones responsible to create, maintain, block, suspend and revoke all users' accounts.

You agree to not share the password of your account with another person and you should notify immediately if an unauthorized use of your account occurs.

You should read the Privacy Policy to understand the information that is collected from you and how the information is collected, used, and revealed.

Authorized users should be aware that we will keep each of our customers certain personal information and academic information.

Populi, among other things, save, store, share and see all published content. This includes everything from your contact information, files you upload and billing information.

"Content" means text, graphics, images, music, software, audio, video, works of authorship of any kind, as well as information or other materials that are loaded, or made available through the Services.

"User Content" means any Content that you upload to, or make available through Populi (including data from authorized users). Content includes, without limitation, your user content.

Populi does not claim any ownership over your User Content and nothing in this Policy Use shall be deemed to limit any rights you may have to use and exploit your User Content.

Populi and its licensees have exclusive all right, title and interest in and to the Services and Content (excluding user content), including all associated intellectual property rights. You acknowledge that the Services and Content are protected by copyright, trademark and other laws of the United States and other countries. You agree not to remove, alter or obscure any copyright, trademark, service mark or other property rights incorporated in or accompanying the Services or the Content.

You are solely responsible for your user content. You represent and warrant that you have all your user content or you have all rights necessary to grant the license rights in your User Content under this Use Policy. It also represents and warrants that neither your user content or use and disposal of your user content that will be available through the Services, or any use of your user content by Populi on or through the Services infringe, misappropriate or violate the third intellectual property of others or rights of publicity or privacy, or result in violation of any applicable law or regulation.

You understand that you are providing your user content for the benefit of specific customer in which it is currently or was formerly employed, engaged, enrolled or applying to enroll. As such, you agree that:

Such Customer may remove your User Content at its discretion

You can not delete your User Content through the Services. You should direct all requests for removal of your User Content in specific customer operating the customer site through which agreed to the Services.

By using Populi, please be respectful of other users, individuals, copyright holders, school and Populi. And do not even think about trying to hack or otherwise disrupting the software. If you violate the rules of the community, we have the right to cancel your user account.

We ask that each user Populi respects all users and our desire that these users can feel safe when using the Services, including any Content. Accordingly, you agree that only use the Services in a manner that is consistent with this Policy of use. If you use the services in a way that is inconsistent with this AUP, you might have to suspend or terminate your user account.

Although we are not required to control access or use of the services or content or to review or edit any Content, we have the right to do so for the purpose of operating the services, to ensure compliance with this AUP, or comply with applicable law or other legal requirements. We reserve the right, but are not obligated, to remove or disable access to any content, at any time and without notice, including, but not limited to, if we, in our sole discretion, consider any content objectionable or in violation of this Policy. We have the right to investigate violations or conduct that affects the Services. We can also consult and cooperate with law enforcement authorities in prosecuting users who violate the law.

You agree not to do any of the following:

A) Send, upload, post, or transmit any Content that:

- Infringe, misappropriate or violate a third party's patent, copyright, trademark, trade secret, moral rights or other intellectual property rights or rights of publicity or privacy.
- Violates or encourages any conduct that would violate any applicable law or regulation or give rise to civil liability.
- It is fraudulent, false, misleading or deceptive.
- Be defamatory, obscene, pornographic, vulgar or offensive.
- Incitement to hatred, intolerance, racism, hatred, harassment or harm against any individual or group.
- It is violent or threatening or promotes violence or actions which endanger any person or entity.

- Promotes illegal or harmful activities or substances.
- B) Using, exhibiting the logo, or any element name Populi, no mark Populi, logo or other proprietary information or the layout and design of any page or form contained on a page without the express written consent of Populi.
- C) Access, alter or use non-public areas of the Services, computer systems Populi, or technical management systems providers Populi.
- D) Attempting to probe, scan or test the vulnerability of any Populi system or network or breach the security or authentication measures.
- E) Avoid, remove, deactivate, impair, decode, or otherwise circumvent any technological measure implemented by Populi, none Populi providers or any other third party (including another user) to protect the Services or Content.
- F) Trying to access and search the Services or Content or download Content Services through the use of any engine, software, tool, agent, device or mechanism (including spiders, robots, crawlers, tools, data mining, or like) other than the software and / or search agents provided by Populi or customer or other third party web browsers generally available.
- G) Send any unsolicited or unauthorized advertising, promotional materials, e-mail, junk mail, spam, chain letters, or any other form of solicitation.
- H) Use any meta-tags or any other hidden text or metadata using Populi brand, logo URL or product name without the express written consent of Populi.
- I) Using the services or content for any commercial purpose or benefit of any third party or any manner not permitted by this Policy User.
- J) Establish any / TCP IP packet header or any part of the header information in any email or newsgroup, or otherwise use the services or content to send altered, deceptive or false source identification information.
- K) Attempting to decipher, decompile, disassemble or reverse engineer any software used to provide the Services or Content.
- L) Interfere or attempt to interfere with the access of any user, host or network, including, without limitation, sending a virus, overloading, flooding, spamming, mail bombing or Services.

M) Collect or store any personally identifiable information services other users of the Service without their express permission.

N) Impersonate or misrepresent your affiliation with any person or entity.

Populi respects the copyright and expects its users to do the same. Populi policy is to suspend, in appropriate circumstances, account holders who repeatedly infringe the rights of holders of copyright.

We reserve the right to modify or discontinue, temporarily or permanently, the Services and refuse any current and future use of the Services, including suspension or termination of your use of the Services for any reason. Any suspected fraudulent, abusive or illegal activity may be grounds for termination of use.

This User Policy defines our relationship. If you or we differ on something, we call on both User Policy to find out. You can not give your rights and responsibilities described here another person without our permission, but you may transfer their obligations to a third party if necessary.

This Policy of Use (or Terms of Use) is complete and exclusive understanding and agreement between Populi and you regarding the Services and Content, and this Policy replaces and supersedes any and all other agreements or contracts between Populi and you regarding the Services and Content above, oral or written. If you access the Services on behalf of a company or educational institution or other legal entity, this Policy does not supersede or replace other existing agreements between Populi and the company, educational institution, or other legal entity. If for any reason a court of competent jurisdiction finds any provision of this Policy invalid or unenforceable, that provision shall apply to the maximum extent permissible, and the remaining provisions of this Policy remain in full force and effect.

You may not assign or transfer this Policy, of law or otherwise, without the prior written consent of Populi. Any attempt to assign or transfer this Policy, without such consent shall be null and void. Populi freely may assign or transfer this Policy without restrictions. This Policy will bind and inure to the benefit of the parties, their successors and permitted assigns.